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25 YEAR RE-REVIEW

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1 April 1954

MEMORANDUM FOR: Executive Secretary, CIA Career Service Board

SUBJECT: Office of Communications Career Service Board Activities
for the Period 1 March Through 31 March 1954

1. Activities of the Office of Communications Career Service Board
for the period 1 March through 31 March are summarized as follows:

Rotation

Intra-Office

Inter-Office

Rotation (Disapproved)

Transfer -- Inter-Agency

Promotion

Intra-Office

Approved

Disapproved

Extra-scheduled Promotion Request (Approved) . .

Extra-scheduled Promotion Request (Disapproved) .

Inter-Office

Approved

Disapproved

Extra-scheduled Promotion Request

Separation Reviews

Leave Without Pay Requests

Employment Prospects Reviewed

Employee Hearings

Tours Extended

Released for "Shopping"

Marriage Request to Foreign National

Non-Agency Training Requests

Ad Hoc Committee Actions

Cases Tabled

TOTAL NUMBER OF CASES THIS MONTH

2. The above totaled number of cases is extremely significant to our Board in that, when compared with summaries dating back to July of 1952 when we were averaging some thirty cases per month, the improvement in the Board system for handling cases now results in a readily obtainable average well in excess of one-hundred cases per month. The efficiency in which our present system functions indicates that we will be able to make good without exception our promise to individuals assigned to this Office, that their case will be reviewed in accordance with the schedules set forth in the official Office

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order, and at the same time, the Board is finding time to give adequate consideration to the balance of its responsibilities other than rotation and promotion of individuals; namely, conditions of service, etc. In this connection there is attached one copy of a memorandum from the Assistant Director for Communications addressed to the Chairman, CIA Career Service Board, which is forwarded to the Executive Secretary, CIA Career Service Board, for his review and action as appropriate.

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3. The following changes in administrative support for the Career Service Board has been announced: [redacted] representing the Personnel Office, and [redacted] as Executive Secretary for the Board.

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4. At the request of the Chairman, CIA Career Service Board, the proposed Office of Communications Handbook on Career Service under the [redacted] has been withdrawn from coordination, pending finalization of plans for an Agency Handbook on this matter. It was, however, suggested that where the time on the Agency release is found to be too far in the future, that as there is need on the part of the Office of Communications for forwarding its Career Service information to communicators serving under Chiefs of Stations in other Agency components, that this may well be accomplished by issuing the material in the [redacted] By this device, it is clear there would be no misunderstanding of this program and that, at the same time, real needs for this Office Career Service program could be met.

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5. Plans are now complete for announcing the establishment of a clerical sub-panel of the Office Board, which will be responsible for processing promotion and rotation assignments of individuals in clerical positions both in field and in Headquarters offices throughout all divisions, and for seeing to it that appropriate recommendations are made on these matters for review by the Career Service Board of this Office.

[redacted]

Chairman, Career Service Board 25X1

Attachment:

cc: Memo for Chairman, CIA-CSB
from ADCO, dated 1 April 1954

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[redacted]

Assistant Director for Communications

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